Agenda

Opening Remarks	Ed Ross
Encumbrances	Barbara Aldridge-Montfort
Expenditures	Barbara Aldridge-Montfort
Fixed Assets	Barbara Aldridge-Montfort
Budget	Rachelle Wilkins
Reporting	Jeremy Rogers
AT&T Billing	Donald Sweasy
ARRA	Don Speer
Miscellaneous Items	Barbara Aldridge-Montfort
Q & A	

Encumbrances

Encumbrance Clean Up

➤ Encumbrances Roll/Lapse begins COB, July 2

 ▪ COB July 2 is at 5:00 pm

➤ Review Encumbrances

 ▪ Monthly Report *2302 Outstanding Encumbrances*

➤ Liquidate Unnecessary Encumbrances

 ▪ Create zero dollar PRC

 ▪ Modify the contract

BFY09 Pending Transactions

➢ Encumbering documents in *Pending* phase **will not** roll to *FY10.*

  ▪ **ALL** FY09 encumbering documents need to be out of *Pending* phase by COB, **July 2**.

    – Complete Approval Process

    – Reject Document back to *Draft* phase

➢ Documents left in *Pending* phase **will** be rejected back to *Draft* status by the Office of the Controller.

➢ Spreadsheet listing pending documents by department will be posted under *2009 Year End* Information at:

http://finance.ky.gov/internal/eMARS/

2009/2010 Encumbrance Roll

➢ Scheduled to begin COB , Thursday, July 2 (5:00pm).

➢ All non-capital encumbrances *greater than* $1,000 will be established in *FY10*.
  - Modification document
  - User ID **ENCROLL**

➢ All non-capital encumbrances *less than or equal to* $1,000 **will** lapse, thus closing the award.
  - CBDL Documents
  - User ID **ENCROLL**

➢ Clean Up
  - Unnecessary encumbrances
  - *Pending* encumbrances by COB July 2

Expenditures

Matching Payments

➤ **During Period 13 the *FY* and *Period* on *PRM documents* are determined by the *BFY* on the referenced *PO/DO/CT* at the time the *PRM* is created.**

- If the *BFY* on the referenced award is <u>*less than*</u> the current *BFY*, then *Period 13* is inferred on the *PRM*.
- If the *BFY* on referenced award is <u>*equal to*</u> the current *BFY*, then the current period is inferred on the *PRM*.

➤ **Verify *PRMs* were created and submitted correctly.**

- May need to copy forward to a *PRC* to correct *PRMs*.

➤ **Remember** -- *BFY* on encumbered awards over $1,000 rolls to *BFY10* on July 3.

Coding Period 13

➢ **Entire Fiscal Period 13 (*BFY*=2009; *FY*=2009; *Period*=13) <u>must</u> be coded.**

➢ **Period 13 (*BFY*=2009, *FY*=2009, *Period*=13) can be coded on the *Header* section or on the *Accounting Line* of the payment document.**

- Fiscal Period (*BFY, FY, Period*) from *Header* <u>will</u> infer on all blank *Accounting Lines.*
- Fiscal Period (*BFY, FY, Period*) coded on an *Accounting Line* <u>will</u> override period coded on *Header.*
- Period 13 <u>must</u> be coded on the *Header* of *PRCI* documents.
- Period 13 should be coded on the *Header* of *PRC2* documents.

Applies to non-capital funds

Payment Reminders

➢ Payment documents submitted but not approved by COB June 30 **will** infer **FY10** upon final approval.

➢ Payment documents approved on or after July 1 with the fiscal period *(BFY, FY, Period)* blank **will** infer **FY10** upon final approval.

➢ **July 2** – Last day to pay against **FY09** encumbering awards.

- Goods and/or Services must be received by June 30, 2009

➢ **July 10** – Last day to pay **FY09**.

BFY 09 Pending Transactions

➢ Payment documents in *Pending* phase (submitted but not fully approved) affect cash and budget balances.

  ▪ <u>ALL</u> *FY09*, <u>non-capital</u> payment documents need to be out of *Pending* phase by COB, **July 10.**

    – Complete Approval Process
    – Reject Document back to *Draft* phase

➢ Documents left in *Pending* phase **<u>will</u>** be rejected back to *Draft* status by the Office of the Controller.

➢ Spreadsheet listing pending documents by department will be posted under *2009 Year End* Information at:
    http://finance.ky.gov/internal/eMARS/

Moving/Corrrecting Expenditures

➢ A *JV2E* document should be used to correct expenditures that have incorrectly posted to the wrong *Fiscal Period.*

- Reduce expenditures (negative amount) in appropriate Fiscal Period and Increase expenditures (positive amount) in the other.

- Remember to code entire Fiscal Period on each *Accounting Line* (*BFY, FY, Period*)

- Period 13 **Soft Close** – COB July 10

- Period 13 **Hard Close** – COB July 17

- *JV2Es* will require Finance approval after soft close, July 10

Follow Through

➤ Check for rejected *PRM* documents and make corrections as needed.

➤ Review the *AD/EFT Exception* report to ensure *FY09* payments have been disbursed.

- AD/EFT report is posted daily at: http://finance.ky.gov/internal/eMARS/

- *FY09* payments on the *AD/EFT Exception* report after *Soft Close* will be closed by the Office of the Controller – Vendor will **NOT** receive payment.

Fixed Assets

Fixed Assets

- *FY09* Inventory Observation
  - *Equipment* and *Real Property* was due on May 28, 2009.
  - Send to Jennie Wolfe
  - Procedures located at:
    http://finance.ky.gov/internal/eMARS/fixed_assets.htm
    - *Real Property Closing Package* to be sent soon

- Fixed Asset Cleanup
  - Submit all shells $5,000 and above by September 1, 2009.

Budget

Allotments

➤ General Fund Object Type Allotments **will** collapse on July 1.

➤ All non-Object type Allotments **must** be in the black by the end of the Fiscal Year.

➤ During closeout, agencies should utilize the budget screens in eMARS as infoAdvantage reports are a day behind and **do not** include pending amounts.

- BQ3LV1 (Appropriation)
- BQ3LV2 (Allotment)
- BQ3LV3 (Object Allotments)

All FY 2010 Allotments are due Friday, June 5, 2009

KBUD – Kentucky Budgeting System

➢ Training will begin August 17, 2009 through September 17, 2009.

➢ Check the *eMARS End-User Training Schedule* for information @

  http://finance.ky.gov/internal/eMARS/training_resources.htm

➢ Training is expected to be two full days in length.

Reporting

BOXI Upgrade – Update

➢ Working toward upgrading Business Objects 6.5 software (eMARS infoAdvantage) to the new XI platform (Release 3.1).

➢ Awaiting the arrival of Service Pack 2 (end of July).

➢ Continuing to test Business Objects XI.

➢ New Go-Live date and additional information will be provided when available.
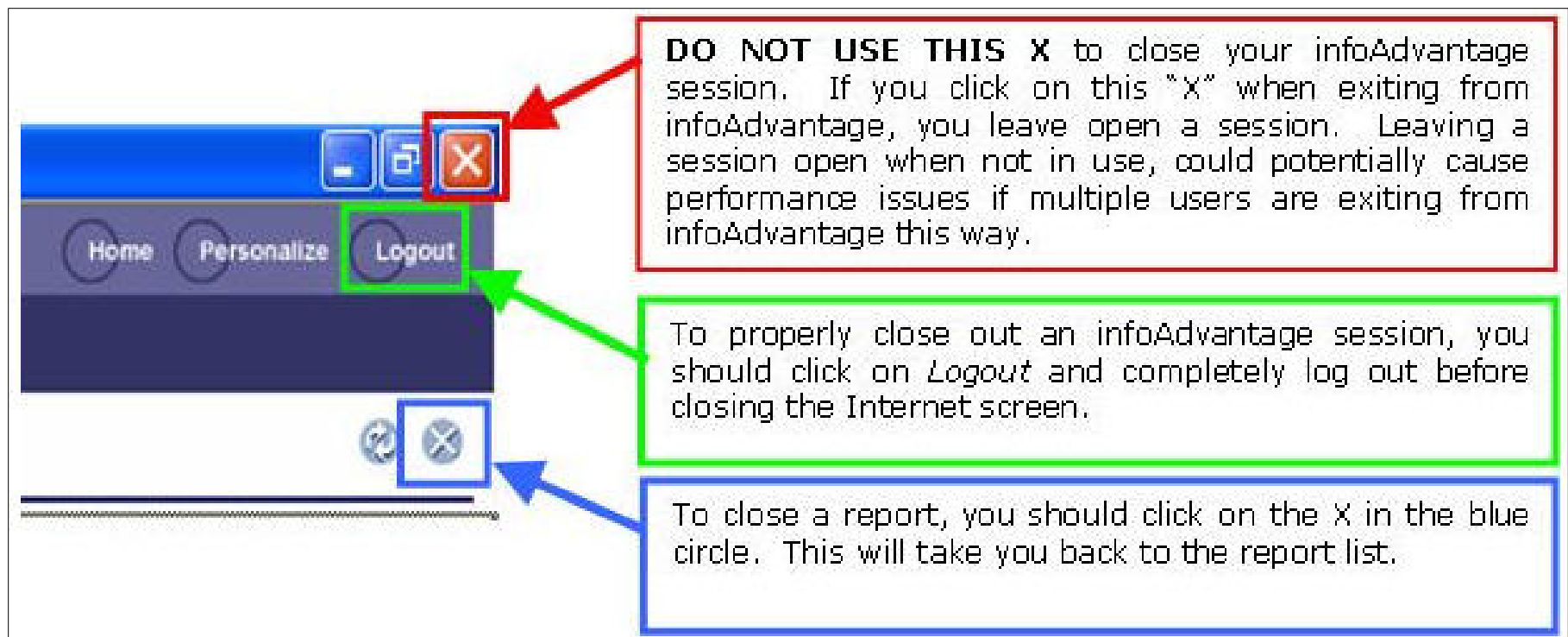
BOXI Upgrade

➢ Clean-up

- ▪ Agency Report Developers
  - – Review **all** *Agency Corporate Documents* to see if there are any reports that are not utilized and can be deleted.
  - – Good idea to document complex reports.

- ▪ All infoAdvantage Users
  - – Review **all** *Inbox Documents* and save the reports that you want to keep to your *Personal Documents.*
  - – Review **all** *Personal Documents* and purge the data from the report or delete if no longer needed. This **will not** effect the report's structure (formatting); it just deletes the data from the report to make the file size smaller.

InfoAdvantage Reminder

➢ Remember to **Log Out** of infoAdvantage properly.

DO NOT USE THIS X to close your infoAdvantage session. If you click on this "X" when exiting from infoAdvantage, you leave open a session. Leaving a session open when not in use, could potentially cause performance issues if multiple users are exiting from infoAdvantage this way.

To properly close out an infoAdvantage session, you should click on *Logout* and completely log out before closing the Internet screen.

To close a report, you should click on the X in the blue circle. This will take you back to the report list.

Home   Personalize   Logout

AT&T Wireless Billing

AT&T Wireless Billing

- Final EBD Billings (old AT&T billing system) for February and March processed today
  - Charges posted on CA documents
  - Summary/Detailed billing data loaded to infoAdvantage
  - 1,100 mobile numbers for Feb and 311 for Mar
- January "Premier" billing (new AT&T billing system) posted yesterday
  - Charges posted on CA documents
  - No Summary/Detailed billing data loaded to infoAdvantage
  - Reporting available in AT&T Premier (online) system

AT&T Wireless Billing

➤ January – March billings are split between the old and new billing systems

➤ Beginning with the April billing all mobile numbers will appear solely on Premier billing

➤ Multiple issues with new billing system

- Ice Storm Credits ($55,000)

- Credits for erroneous Data Charges ($631,000)

- Credits for erroneous Texting Charges ($44,000)

American Recovery and Reinvestment Act (ARRA) of 2009

Guidance for ARRA

➢ Specific Guidance for the use of ARRA funds was distributed on May 11, 2009. If you have not yet seen this, you may access it at:
  http://eprocurement.ky.gov/

➢ This site will be updated as new information becomes available from the federal government.

➢ Links under the heading "American Recovery and Reinvestment Act" are:

  ▪ Memo to Agencies 5-11-2009
  ▪ Initial Guidance for Procurement Requirements
  ▪ Standard Terms and Conditions

Guidance for ARRA (cont.)

➢ Please note: A federal requirement is that the ARRA terms and conditions must be included in every solicitation and every contract that utilizes ARRA funds.

➢ These terms and conditions may change as more information becomes available from the federal government, so check this website often.

➢ Individual federal agencies may have unique terms and conditions for ARRA grants that must also be included.

Guidance for ARRA (cont.)

➢ Since reporting requirements are stringent, agencies need to determine whether it is worthwhile to use their ARRA funds for small purchase amounts.

➢ Each state agency is responsible for following the reporting requirements when using ARRA funds, as well as the inclusion of the required terms and conditions.

➢ Another federal requirement is for grantees to register in the Central Contractor Registration Database. The Kentucky Procurement Assistance Program will assist anyone with this process. They can be reached at:

- 800-838-3266 or 502-564-4252
- fax 502-564-5932
- email: ced.kpap@ky.gov

REGISTRATION REQUIREMENT FOR GRANTS

In accordance with ARRA, Section 1512(h), recipients (i.e. state agencies) of grants and **first-tier recipients** of such funds (i.e. grantees) are specifically required to maintain current registrations in the Central Contractor Registration (CCR) Database: http://ww.ccr.gov/.

Please note that a Dun and Bradstreet Data Universal Numbering System (DUNS) Number is required for such registration. In order to obtain a DUNS number, an entity may contact Dun & Bradstreet at (866) 705-5711 or go to: http://fedgov.dnb.com/webform/displayHomePage.do.

ARRA- Procurement Reminders

All procurement documents (requisitions and awards) which involve the use of federal stimulus funds:

➢ Shall note "ARRA" or "Federal Stimulus" in the "*Document Name"* field.

➢ Shall note the project name in the "*Document Description"* field.

➢ Shall indicate 12FS as the "*Fund"* under the fund accounting section, even if a non-accounting event type is being used.

EO1 and ARRA

➢ New fields have been added to the EO1 for use with ARRA funds.

➢ The "*Type of Request*" drop down box now contains a selection for ARRA – Federal Stimulus. If your purchase will use ARRA funds, in any part, this is the type that needs to be selected.

➢ The "*Funding Source*" drop down box now contains a selection for ARRA – Federal Stimulus. If your purchase will use ARRA funds, in any part, this is the funding source that needs to be selected.

➢ A new program code field has been added which is a required field when the "*Funding Source*" selection is ARRA – Federal Stimulus. This field is not required otherwise.

EO1 and ARRA (cont.)

➢ The "*Purpose and Justification*" field must fully describe the program that will be conducted, the types of expenditures that are anticipated, and the outcomes that are expected for use of ARRA funds.

➢ This needs to be in "layman's terms", so that if the EO1 information is used for the Kentucky eTransparency website the average citizen can understand it.

   http://opendoor.ky.gov/

Miscellaneous

Vendors

➢ Use Miscellaneous vendors for one-time payments instead of creating new vendor records

- ▪ ZZMISCCORP
- ▪ ZZMISCINDV
- ▪ ZZMISCOTHER
- ▪ ZZMISCPART

➢ Refer to Issue 16 of the eMARS Newsletter

http://finance.ky.gov/internal/eMARS/newsletter/Sept+07/default.htm

Update to Doc ID

Effective July 1, all automatically numbered

Document ID's will begin with the fiscal year in which it is created

GAX - 758- 1000123456- 1- New- Draft

EO1 Changes & Reminders

➢ Additions to "*Funding Source*" drop down

- ➢ Tobacco

- ➢ Road Fund

➢ The EO1 document changes are planned to go into production Monday, June 8, 2009.

➢ When modifying the EO1 to increase the cost, increase the original cost by the amount of the modification. The cost field should reflect the new total.

EO1 and Year End

➢ Allow enough time to get EO1 approvals complete to meet procurement deadlines for fiscal year end as well as new year contracts.

➢ Be sure and attach the EO1 to the *Header* of your procurement and payment documents.

➢ Last day to submit EO1s for FY09 activity is **Wednesday, June 10**.

NOTE: The Agency **MUST** receive an approved EO1 before items/services can be purchased by any method. **All** items must be received or services completed by June 30,2009 in order to be paid out of FY09 funds.

Key Dates

➢ Period 12 Soft Close   –   Tue, June 30

➢ Period 12 Hard Close   –   Thu, July 2

➢ Encumbrances Roll   –   Fri,   July 3

➢ Period 13 Soft Close   –   Fri,   July 10

➢ Period 13 Hard Close   –   Fri,   July 17

eMARS Availability

Standard Availability

- Monday – Sunday, 7:00 am -- 7:00 pm

Exceptions

- eMARS will be unavailable beginning Thursday, July 2 at 5:00 pm through Sunday, July 5.

- Any changes will be posted on eMARS Website, *News and Alerts*

  http://finance.ky.gov/internal/eMARS/

Staff Availability

➤ Statewide Accounting Services

- Available 8:00 am -- 5:00 pm, July 1 – July 17
- Available 8:00 am -- 7:00 pm, July 10 and July 17

➤ CRC Staff

- Available 7:00 am -- 6:00 pm, July 1 – July 10
- Available 7:00 am – 7:00 pm, July 10

eMARS Year End Information Resources

➢ Links available on the eMARS Web site @
   http://finance.ky.gov/internal/eMARS/

- *2009 Year-End Information*
  (links related to year-end documentation such as allotment listings; pending transactions in eMARS; procedures, guidelines, communications, etc.)

- *eMARS Newsletters*
  Next issue to be released will be primarily dedicated to *Year End* information.

Questions